

2 October 1953

MEMORANDUM FOR: Wage and Classification Division  
Administration Section

25X1 VIA: FE [ ]  
FROM: Chief, FE  
SUBJECT: Reclassification of [ ] Slot  
REFERENCE: Memo dated 25 September 1953 subject: Request for  
up-grading of slot 3, [ ]  
Senior Representative T/O

25X1A6A

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Following is more detailed information regarding the duties to be assigned to the incumbent of slot 3, Administrative Assistant:

25X1A6A 1. On own initiative will take action and initiate replies to correspondence and cables of administrative nature affecting the [ ]  
[ ] This will cover personnel matters for all members of the Mission, logistics requests, etc.

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2. Maintain control on foreign and U. S. currency and the expenditures, making sure all receipts are in order and conform to regulations. Prepare monthly station accountings for submission to Headquarters after approval by Senior Representative.

3. Review regulations and changes in policy affecting the Mission as received and advise Senior Representative of those which are most important. To do this incumbent must have thorough knowledge of the operations and personnel of all stations and projects operating in the Senior Representative's area. As required, prepares correspondence on own initiative requesting further information and clarification on new policies and regulations received which affect the operation of the Mission. Reviews periodic and special reports required of the Mission and its field stations to assure that they are prepared and submitted in accordance with current headquarters regulations.

4. Obtain background material pertaining to the preparation, coordination and issuance by Senior Representative of memoranda, correspondence, directives. This is presented in the form of pertinent material extracted from the files in consolidated reports designed to save Senior Representative's time. In extracting material it is the responsibility of incumbent to insure that all pertinent material is presented to the Senior Representative in that time does not permit his review of entire files.

5. Screen correspondence to insure compliance with Headquarters directives and special regulations in all correspondence; ascertain that proper coordination between the various components of the Mission have been effected before bringing to Senior Representative's attention.

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6. Maintain correspondence control on all official correspondence referred to the Senior Representative for action; follow up to see that all deadline dates are met.

7. Schedule appointments for the Senior Representative and make sure the appointments are kept; cancel and/or postpone appointments if necessary. Answer telephone and receive all personal callers, securing name and title of individuals, nature of business, and when possible referring individuals to someone other than Senior Representative. Personally answer inquiries regarding personnel and administrative matters.

8. Take and transcribe dictation for the Senior Representative, and as required from other staff members. Maintain files already in existence and establish new ones as required. Maintain office copy of Agency Regulations. 25X1

GEORGE E. AURELL  
Chief, FE 25X1A9A

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Dist: Addressee - Orig & 1

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Approved For Release 2005/06/03 : CIA-RDP78-03568A000800010085-9

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OFFICE OR STAFF <u>DD/P</u> <u>Far East Division</u>		OFFICE CODE	REQUEST DATE <u>2 Oct 53</u>	Security Information <u>OCT 13 1953</u>	CONTROL NO. <u>F-595</u>	Page of Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<u>DD/P</u> <u>Far East Division</u>			<u>DD/P</u> <u>Far East Division</u>				
						25X1A8A	
Adm Assistant	GS-301-7	<u>F</u> <u>1827</u>	Adm Assistant	GS-301-9	<u>1837</u>		
NEW OFFICE TOTALS			APPROVAL				
No change in Office Totals			<p>The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.</p> <p><b>SECRET</b></p> <p>ef, Class. &amp; Wage Div.</p>				